

Skyward: Online Student Course Requests

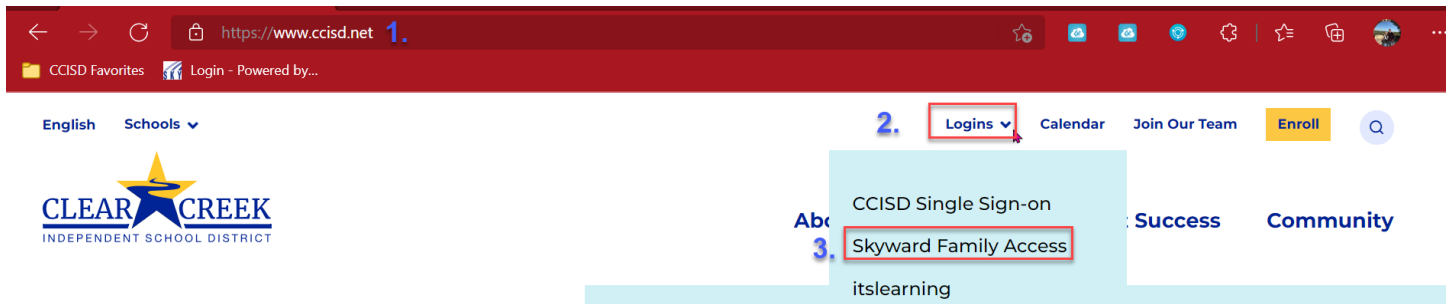
Students will choose their course requests and alternates for the 2024-2025 school year from home. These requests are the courses the student wishes to take during the 2024-2025 school year.

Pre-requisites have been set up for the 2024-2025 school year. This will prevent the student from choosing a course for which they have not yet met the requirements.

Campuses have the option to allow students to select alternates and the total number that can be selected. The alternates are considered if selected courses are not available during the scheduling process.

- **Students Log into Skyward**

Students will log in from the CCISD home page. Go to www.ccisd.net (1), click “Login” (2), and then click “Skyward Family Access” (3).

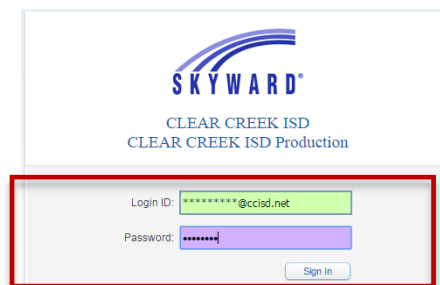


This will bring the students to the CCISD Skyward Login screen.

Students will login with their CCISD Student ID and Password.

Login ID: _____@ccisd.net (Student ID) Password: 00_____ (Cafeteria Pin)

The student credentials MUST be used to log in. The Course Requests process is not active under the Parent’s Login. Once the Login ID and Password have been entered, click the “Sign In” button to log into the site.

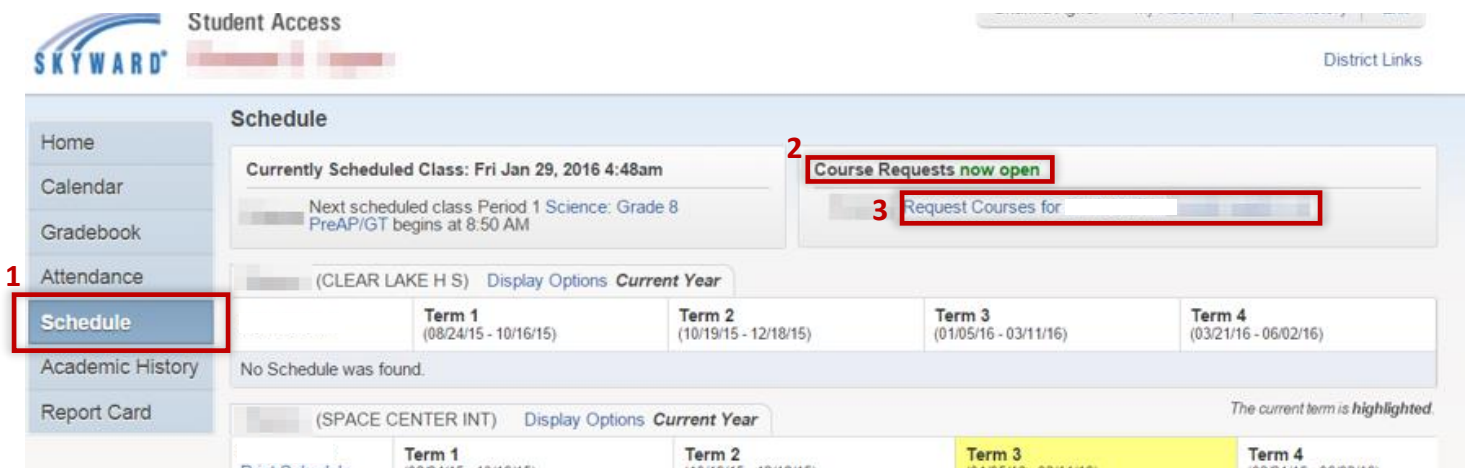


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IF the student receives the “Pop-Up Blocker Warning” screen, click the “Retry” button to bypass the pop-up blocker.



To request courses for the **2024-2025** school year, click the “Schedule” tab (1) on the left. Notice the screen shows “Course Requests now open” (2). To start entering the requests, click the “Request Courses for 2024-2025 in Campus” (3) link.



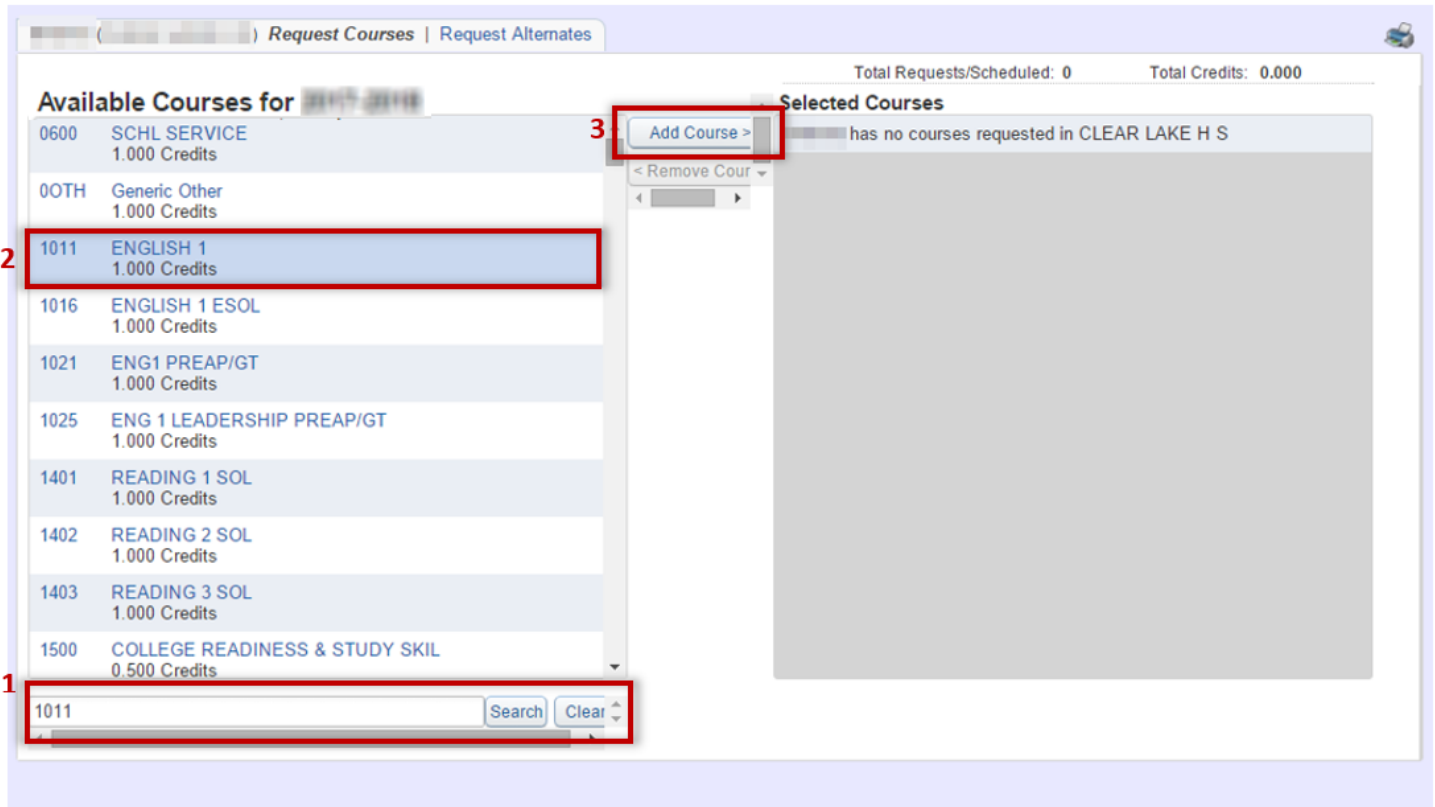
Term 1	Term 2	Term 3	Term 4
(08/24/15 - 10/16/15)	(10/19/15 - 12/18/15)	(01/05/16 - 03/11/16)	(03/21/16 - 06/02/16)

The current term is highlighted

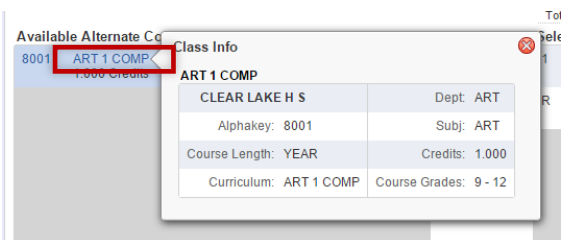
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- **Student Entering Course Request**

To search for a course, enter the course number on the search line, then click the “Search” button (1). Once the course shows under “Available Courses for 2024-2025”, highlight the course (2) and click the “Add Course” button (3).



HELPFUL TIP: If you click on the actual course name, a balloon will appear showing the “Class Info” for the course.



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Click the "Clear" button to reset and search for the next course. Repeat the process for adding more courses.

Total Requests/Scheduled: 1

Available Courses for		Selected Courses	
0600	SCHL SERVICE 1.000 Credits	1011	ENGLISH 1 1.000 Credits
00TH	Generic Other 1.000 Credits		
1011	ENGLISH 1 1.000 Credits		
1016	ENGLISH 1 ESOL 1.000 Credits		
1021	ENG1 PREAP/GT 1.000 Credits		
1025	ENG 1 LEADERSHIP PREAP/GT 1.000 Credits		
1401	READING 1 SOL 1.000 Credits		
1402	READING 2 SOL 1.000 Credits		
1403	READING 3 SOL 1.000 Credits		
1500	COLLEGE READINESS & STUDY SKIL 0.500 Credits		

1011 Search **Clear**

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Students who do not meet the required Pre-requisites will receive a red message on the bottom of the screen “The selected course(s) have pre-requisites that have not been met:” (1). This course will NOT be added to the student’s “Selected Courses”. The student will need to choose a different course. Click the “Clear” button (2) to reset and search for the new course.

Available Courses for

2111	GEOMETRY 1.000 Credits

Add Course >

< Remove Course

Total Requests/Scheduled: 1

Selected Courses

1011	ENGLISH 1 1.000 Credits

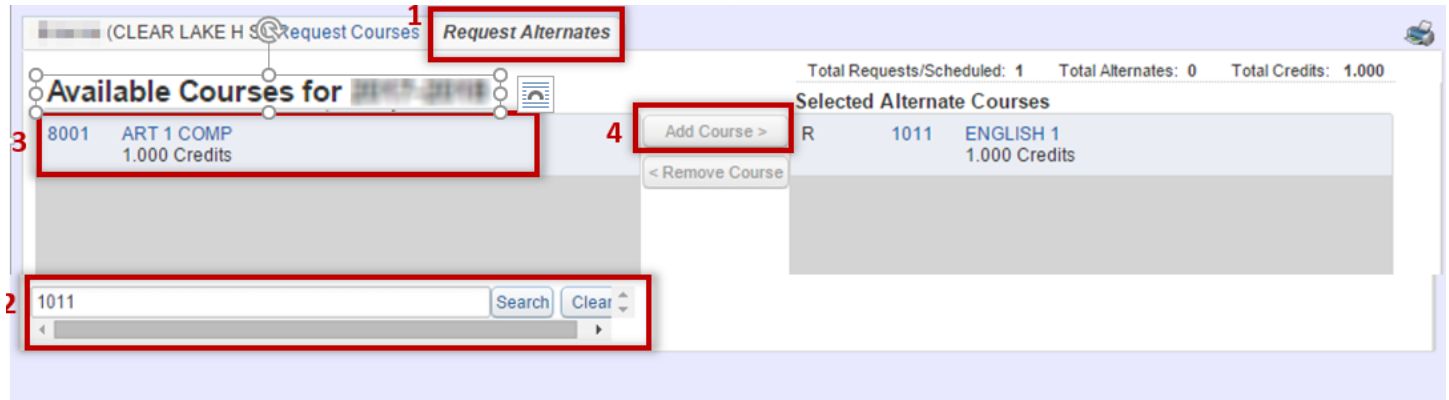
Search
Clear

1
The selected course(s) has pre-requisites that have not been met: GEOM

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- Student Entering Alternate Request**

Click the “Request Alternates” tab (1). You will add courses to “Selected Alternate Courses” the same way you added the requests. To search for a course, enter the course number on the search line, then click the “Search” button (2). Highlight the course (3) and click the “Add Course” button (4).



The alternate course will be displayed under the “Selected Alternate Courses”.

Click the “Clear” button (1) to reset and repeat the search process for adding more alternate courses. Notice the “R” meaning requested and the “1” meaning alternate course order (2). The arrows are used to move the Alternates to a different order for priority. This does NOT mean the student will automatically get the 1st alternate listed during the scheduling process.

Students will see the “Total Requests/Scheduled” selected, “Total Alternates” selected, and “Total Credits” of Requests displayed above the Selected Alternate Courses (3).

The option to print the requests is available by clicking the print icon (4).

